

Planning Assistant

Town of New Boston

The Town of New Boston is accepting applications for a part-time Planning/Zoning Assistant. The position is funded for approximately 20 hours per week.

Key responsibilities include, preparing minutes, reports, correspondence, maintaining filing systems and records as well as coordination of office needs and interaction with the public.

The ideal candidate must possess secretarial, interpersonal, organizational and computer skills. Other preferred skills include strong verbal and written communication, ability to work independently as well as part of a team and attention to detail. The position is responsible for providing support and assistance to the Planning Coordinator, Planning and Zoning Boards and the Public.

Any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities, OR, an Associate Degree in business or computers and two years' experience in government or Planning-related position is preferred.

Familiarity with Planning Board operations and with state and local laws pertaining to planning and land use is preferred but not required.

Application/resume submissions will be accepted until the position is filled and must include three references. Candidates should send resumes to the Planning Coordinator, Shannon Silver, Town of New Boston, P.O. Box 250, New Boston, NH 03070 or via email to s.silver@newbostonnh.gov. The Town of New Boston is an Equal Opportunity Employer.